

OFFICIAL  
PERSONNEL BOARD MINUTES  
Tuesday, February 19, 2008

**CALL TO ORDER**

The meeting began at 5:31 p.m. in Conference Room 113 of City Hall.

**ROLL CALL**

Present: Anna Marie Jones, Dave Thomas, Ed Comerford and Ed Fuentes

Absent: Leslie Cullinane

HR Staff: Tami Yuki, Human Resources Director

**APPROVAL OF MINUTES**

The minutes of January 22, 2008 were approved.

**COMMUNICATIONS**

None

**PUBLIC COMMENT**

None

**INFORMATION ITEMS**

**A. Staff Update**

None

**B. Personnel Board Goals Update**

**C. Pending Recruitments**

Personnel Board Member Thomas stated positions currently vacant should also be shown under pending recruitments as well as the positions that the City is currently recruiting for.

Human Resources Director Tami Yuki stated that staff would reconcile one list with the following information:

1. List vacant positions by each department
2. Status of positions whether the eligibility list has been established or not.
3. Date established eligibility list
4. Whether has been filled

**C. Other Areas of Board's Concern**

Personnel Board Member Thomas asked if the Personnel Board's role included looking at the ethnicity of the applicant pool. Human Resources Director Tami Yuki confirmed that the Personnel Board could look at the ethnicity of the pool of applicants after the recruitment has been closed.

Human Resources Director Tami Yuki suggested the Personnel Board look at the ethnicity of recruitments with 100 or more applicants. The Director said that by looking at positions with a larger recruitment pool the Personnel Board would get

better representation if the recruitment was widely advertised. The Board would then be able to suggest different areas of advertising if needed.

Personnel Board Member Fuentes suggested that if required, the Personnel Board should use the Maintenance Worker recruitment to review the recruitment process.

The Personnel Board raised concern about the three Director vacancies. Director Yuki stated that the City Council is aware of the vacancies and also who is currently holding the position. Director Yuki said that during the budget study session, departments will review vacancies, and the City Manager will make recommendations to the City Council regarding filling these vacancies. The City Council will approve recommendations to reorganize, remove or add positions during the budget session.

Personnel Board Member Fuentes made a motion that the Personnel Board deliver a quarterly report to the City Council. A copy would be given to the City Manager and the Mayor who is the Personnel Board liaison. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

Director Yuki gave an overview of the EEO-4 report. Director Yuki said that the EEO-4 report is due every two years and, it categorizes employees by ethnicity, gender and job category when hired.

Personnel Board Member Fuentes stated the Personnel Board would use the EEO-4 report to compare the demographics to the eligibility list when extending the list. He said that this would give the Board a better idea if it was worthy to extend the eligibility list.

## **NEW BUSINESS**

### **A. Election of Chair and Vice Chair**

Anna Marie Jones nominated Dave Thomas for Chair. Ed Comerford seconded the motion. The motion passed unanimously.

Dave Thomas nominated Ed Fuentes for Vice Chair. Ed Comerford seconded the motion. The motion passed unanimously.

## **DISCUSSION ITEMS**

The Personnel Board will meet on Tuesday, March 18, 2008.

## **ADJOURNMENT**

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Marie Fir  
Secretary